



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS



DEPARTMENT OF CORRECTIONS

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Part	Section	Title	Policy No.	Review Date
Institutional Operations	Security and Control	Intake Housing Unit Post Order	3.1.31	
ACA Standards	3-ALDF-3A-05 Written Post Order for Every Post; 3-ALDF-3A-06 Written Post is Read by Officer			
Consent Decree	Paragraph 54 Develop Facility Policies and Procedures			

Equipment Inventory:

Assigned officer to the Housing Unit must conduct a mandatory equipment inventory to ensure that all Housing Unit equipment is functional and accounted for. Inventory must be logged in the Housing Unit's logbook. The following equipment is issued to the Housing Unit and must be accounted at all times:

- 1-hand held radio
- 1-duress alarm
- 1-quitman logbook

Post Overview/General Instructions: "This is not an Armed Post"

The Housing Unit officer will abide with all DOC rules and regulations and ensure that the Housing Unit is kept clean, safe and secure at all times. After briefing, the incoming officer will report immediately to the Housing Unit. The outgoing officer will brief the incoming officer regarding the post to include the following: Inmate/Detainee bunk assignment, headcount, conditions, intelligence information, medication and disciplinary detention. Any discrepancy found by the incoming officer is to be reported to Central Control and the housing sergeant, and a written entry must be made in the housing logbook. Entries made in the logbook shall be in chronological order and written in a legible manner. Inmates shall be supervised at all times using Direct Supervision concept.

Routine headcounts and periodic checks shall be conducted, and logged and reported to Central Control when post is assumed. Whenever a cell or any door is closed, the assigned officer must push & pull to ensure that it is secured.

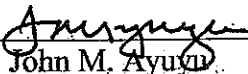
The officer assigned to the Housing Unit will make an entry on the Post Logbook stating that the Post Order was read and understood. Officers assigned to the Housing Unit must ensure that all issued equipment is used as intended, functional and accounted.

Night Shift	Day Shift	Duties
0600		Lights On/Headcount/Personal Grooming
0630		Stand Up Count
0630		Breakfast Delivery
	0700	Post Takeover/Headcount
	0730	Breakfast Completion/Clean Up
	0800	Routine Headcount/Medication Rounds
	0900	Routine Headcount
	0900-1000	Television/Telephone On (based on inspection)
	1000	Routine Headcount
	1100	Routine Headcount
	1130	Lunch Delivery
	1200	Routine Headcount/Medication Rounds
	1230	Lunch Completion/Clean-up
	1300-1400	Routine Headcount/Recreation
	1400	Routine Headcount
	1500	Routine Headcount
	1600-1700	Routine Headcount/Shower
	1630	Dinner Delivery
	1700	Routine Headcount
	1730	Dinner Completion/Clean-up
	1800	Routine Headcount
1900		Post Takeover/Headcount
1930		Stand Up Count
2000		Routine Headcount/Medication Rounds
2100		Routine Headcount
2145		Lights Off Announcement
2200		Headcount/Lights Off/Lockdown
2300-0500		Routine headcount & Security checks every hour

Unscheduled Duties:

- Emergency Medical Runs
- Medical/Dental Runs
- Court Runs
- Out-door Recreation
- In-door Recreation
- Visitation (see Visitation P&P schedule)
- Key Malfunction (refer to Control and Use of Key P&P)
- Random Checks

Prepared By:

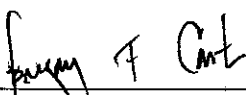


John M. Ayun

Deputy Director of Corrections

10-26-07

Date

Reviewed By: 
Gregory R. Castro
Director of Corrections

10/25/07
Date

Approved By: 
Lino S. Tenorio
Commissioner of Corrections

10/24/07
Date

